



Manual Disbursing Operations

The background of the slide is a collage of US dollar bills, including \$100, \$50, and \$20 bills, arranged in a way that creates a sense of depth and texture. The bills are slightly out of focus, with some parts appearing more prominent than others.

Task, Conditions and Standards

Task: Perform Manual Disbursing Operations

Conditions: Given a requirement to conduct manual disbursing operations in a contingency environment, IAW DoDFMR 7000.14-R, Volume 5, Chapters 2-4, 10-11, 19, and 21

Standards: Student should be able to perform the following without error:

- Perform manual disbursing operations
- Identify duty positions within disbursing
- Prepare the Daily Agent Accountability Summary (DD Form 2665)
- Prepare a Statement of Agent Officer's Account (DD Form 1081)

The background of the slide is a collage of US dollar bills. A large stack of bills is visible in the upper right, with a \$5 bill on top showing the number 'E13570303A'. In the lower left, there is a \$100 bill with the number '952111C' and a green seal. Other bills are partially visible, including a \$20 bill with the number '2' and a \$10 bill with the number '2'.

Agenda

Introduction

- Disbursing Chain of Command and Personnel
- Disbursing Terms
- Disbursing Forms
- Disbursing Personnel's Roles/Responsibility

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The background of the slide is a collage of US dollar bills, including \$100 and \$50 bills, with various serial numbers and the Treasury seal visible. A yellow rectangular box is positioned at the top center, containing the title.

References

- DoDFMR 7000.14-R, Vol 5 – Disbursing Policy And Procedures
<http://www.dod.mil/comptroller/fmr/05/index.html>

- DOD Forms

<http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1-499.htm>

- DA Forms

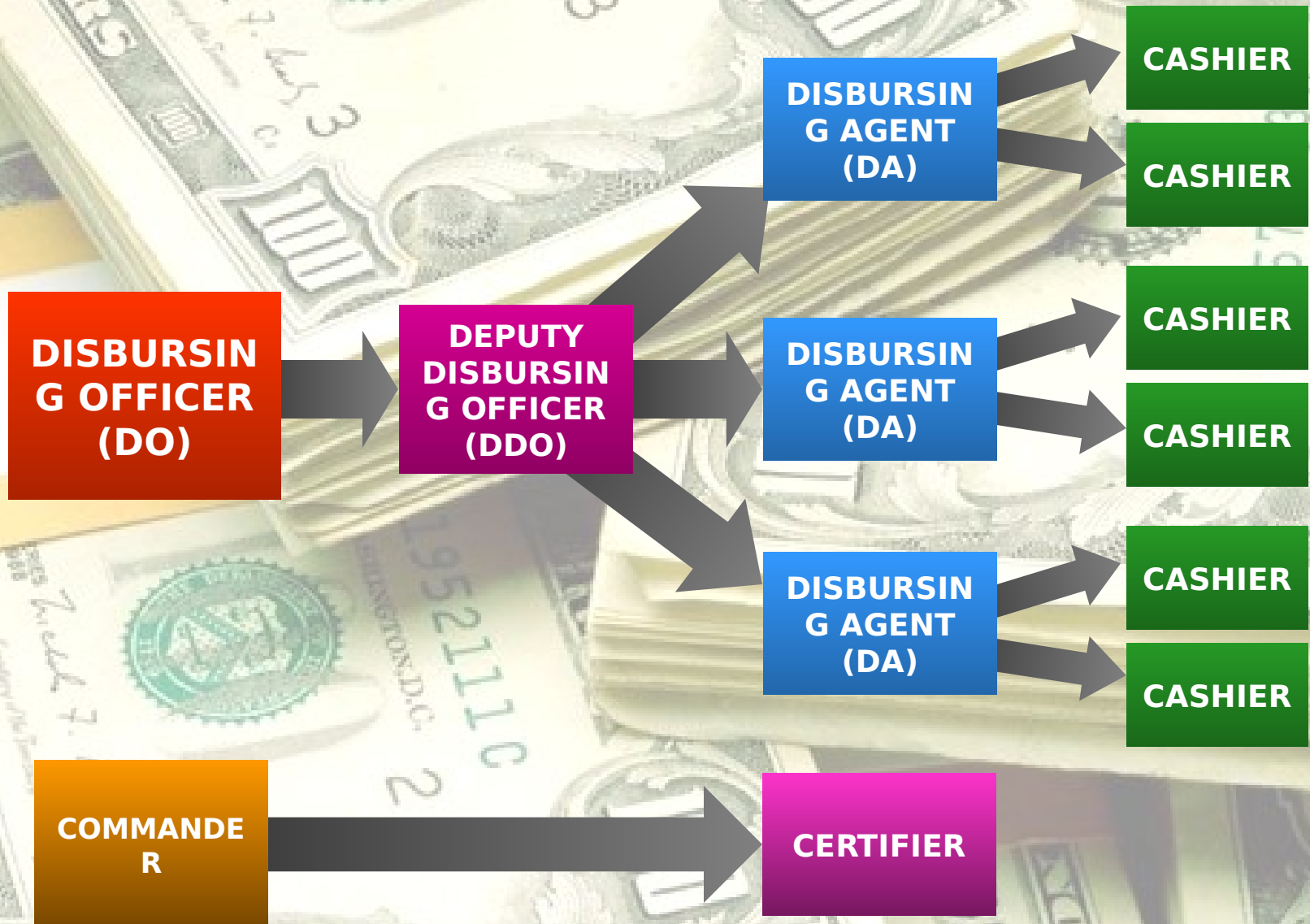
http://www.army.mil/usapa/eforms/DA2-1_to_DA1059-2_1.html

- SF Forms

http://www.army.mil/usapa/eforms/SF_and_SGLV_1.html

- Local Policies and SOPs

Disbursing Chain of Command



The background of the slide features a collage of US dollar bills, including \$100 and \$500 notes, with various serial numbers and denominations visible. A yellow rectangular box is positioned at the top center, containing the title.

Disbursing Personnel

Disbursing Officer (DO) – is the person held overall responsible for the account (DSSN) and is pecuniary liable for any losses associated with disbursing personnel. This individual is under formal appointment orders.

The primary responsibility of the DO is to ensure security and account for public funds.

Deputy Disbursing Officer (DDO) – is an individual appointed by the DO to act for and in the name of that DO. Acts as the DO if the DO is unable to fulfill his/her duties for any reason. He/she is responsible for the daily affairs of the overall account. This individual is under formal appointment orders.

Disbursing Personnel (Cont'd)

Disbursing Agent (DA) – is responsible for preparing disbursements and collection vouchers as an agent for the DO. This individual is under formal appointment orders.

Cashier – is an individual designated by the DO to perform disbursing, collection, and accounting responsibilities. Must be of unquestionable integrity. This individual is under formal appointment orders.

Paying Agent – is an individual nominated by his Unit Commander through orders to the DO in order to make payments for small purchases. Must be of unquestionable integrity. This individual is under formal appointment orders.

Certifier – is an individual designated by the CDR to verify that disbursements and collections are proper and legal prior to processing by disbursing personnel. This individual is under formal appointment orders.

Pecuniary Liability/Safeguarding Funds

An Agent (DDO, DA, Cashier, Paying Agent) who has signed for cash, negotiable instruments, and paid vouchers is **pecuniarily liable** for such items until their return to the DO. If an agent feels that adequate security has not been provided by the command (such as a safe or cash box that only the agent has access to, appropriate physical security and/or guard) then the agent may refuse to disburse such funds and return the funds to the DO.

Responsibility for the physical security of the cash must **never** be delegated to anyone even the Disbursing Officer (DO) and/or his delegates (Disbursing Agent, Paying Agents, other cashiers, etc.).

Pecuniary Liability/Safeguarding Funds

In the event of **shortages** of funds, the DO, DDO, or DA will review procedures to verify if the loss was due to negligence on your part. Attention to detail, complying with the directives outlined in unit policies, and using effective security measures, while employing good common sense will minimize losses. It is imperative to take your time to do the job right. Do not feel pressured to forgo accuracy for the sake of speed. The agent is 100% responsible for the money that has been issued to him/her once the DD 1081 has been signed by both the agent and his/her principal. **Responsibility and security for your funds cannot be delegated.**

Cash Handling Procedures

- ✓ Keep all coins and currency segregated by denomination.
- ✓ Count funds a minimum of four times (1st to yourself from drawer, 2nd verification recount, 3rd another verification recount, 4th count out loud to the customer) before disbursing any funds. Have the customer verify the amount received before leaving. (If a customer leaves and returns stating there is a discrepancy, IMMEDIATELY cease cashier operations and notify your supervisor)
- ✓ Keep funds received from customers in plain sight, counting out loud so there can be no grounds for dispute in the case of a possible discrepancy.
- ✓ Ensure that your cash is guarded at all times. NEVER leave funds unguarded.
- ✓ Handle cash with care and be alert at all times, do not become complacent.
- ✓ Count and bundle excess cash when business is slow using the correct banding tapes and coin wrappers.
- ✓ **NEVER allow anyone to count or handle your funds except when duly authorized and in your presence. Keep your eyes on your money.**

Advancing funds to an Agent

All funds that are advanced to agents shall be documented by using a DD Form 1081 (Statement of Agent Officer's Account). The DD 1081 will be dated and signed by the person advancing the funds as well as the agent.

The agent will verify all money that is being advanced by actual cash count by denomination. *An internal receipt for cash can be used to record the advance by denomination, but it is not required.*

The agent will secure all money in a safe, or locked money bag that is always in his/her possession, until the money is

NOTE: Advance DD 1081's must be CONFIRMED by the agent through DDS. A hard copy must be printed and kept as a record by the agent and his/her principal.

DD 1081

STATEMENT OF AGENT OFFICER'S ACCOUNT				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO. CARLOS F. ARGUELLO SSG, US Army Disbursing Agent 123-45-6789 3rd Finance Company, Camp Something Rather, Iraq		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS JOHN SMITH SPC, US Army Cashier 123-45-6789 3rd Finance Company, Camp Something Rather, Iraq		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS a	INCREASE (received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD				
2. U.S. DOLLARS				
3. FOREIGN CURRENCY (IRAQI DINAR)				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify) CHECKS				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10. FC Gain or Loss				
11. Cashier overage/shortage				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER				
STATEMENTS				
DISBURSING OFFICER		AGENT OFFICER		
____ ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		____ ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.		
DATE / SIGNATURE OF DISBURSING OFFICER		DATE / SIGNATURE OF AGENT OFFICER		
____ ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		____ ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.		
DATE / SIGNATURE OF DISBURSING OFFICER		DATE / SIGNATURE OF AGENT OFFICER		

Administrative Data

Transactions affecting Accountability

Advance- Statement of Understanding

Return- Statement of Understanding

Advance DD 1081- Administrative Data

Only to be filled
out by personnel
on Disbursing
Agent orders or
above

Agent Officer's
information
(Cashier and
above)

STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.

MARK DELL

1LT, FC

Disbursing Agent

123-45-6789

123RD Financial Management Company,
Iraq

DSSN 4837

AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS

JOHN SMITH

PV1, US Army

Cashier

987-65-4321

123RD Financial Management Company,
Iraq

DSSN 4837

Advance DD 1081- Transactions...

Ending balance from day prior. This can be "\$0.00" if no money is previously in agent's account.

Important Notes

Count currency thoroughly. You will be expected to have the total in block 12C upon Return (left over currency plus documentation)

Always use dollar signs right in front of the numbers. This will avoid any future "misunderstanding".

Cross out any unused blocks.

Trust no one. If you are not comfortable with the values, do not sign the DD 1081 and recount the money.

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
Currency advances TRANSACTIONS	INCREASE (received by Agent)	BEGINNING BALANCE (In Agent's Account)	DECREASE (Turned in by Agent)	ENDING BALANCE (In Agent's Account)
a	b	c	d	e
BALANCE FORWARD		\$0.0		\$30,000.
1. DOLLARS	\$10,000.00	0		00
2. FOREIGN CURRENCY (IRAQI DINAR)	\$20,000.			
3. MILITARY PAYMENT CERTIFICATES	00			
4. COLLECTIONS				
5. DEPOSITS				
6. NEGOTIABLE INSTRUMENTS				
7. A. TREASURY CHECKS				
8. B. MILITARY PAYMENT ORDERS				
9. C. OTHER (Specify) CHECKS				
10. PAID VOUCHERS				
11. INCORRECT VOUCHERS RETURNED				
12. FC Gain or Loss				
13. Cashier overage/shortage				
14. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$30,000.		\$30,000.



Total advances/overall agent accountability

Close up DD 1081 to avoid "confusions" with Disbursing Agent

Advance DD 1081 (Statements of Understanding)

Once totals are verified,
the principal signs and
dates

Once the totals are verified,
the agent signs and dates

STATEMENTS	
DISBURSING OFFICER	AGENT OFFICER
<p>X ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.</p>	<p>X ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.</p>
<p>DATE / SIGNATURE OF DIS 16 November * </p>	<p>DATE / SIGNATURE OF AGENT 16 November ** </p>
<p>____ ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER</p>	<p>____ ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.</p>
<p>DATE / SIGNATURE OF DISBURSING OFFICER</p>	<p>DATE / SIGNATURE OF AGENT OFFICER</p>

DD FORM 1081, 1 MAY 75

Once the DA and the cashier sign the DD 1081, it becomes an accountability document that needs safeguarding by both the principal and agent.

Check on Learning

Who is responsible for the appointment of the DDO, DA and cashiers?
The DO

What is the role of the Certifier in the disbursing office?
To verify that a disbursement or collection transaction is legal and proper prior to processing (certification).

Who is ultimately responsible for the safeguarding of individual funds and what is this called?
Whomever signed for the funds. It's called "pecuniary liability".

What forms is used to advance or return funds?
DD 1081 (Statement of Agent Officer's Account)

How many times should funds be counted prior to disbursement?
Four times: two to self, one out loud to customer (may have customer count you)

Who is required to sign the DD 1081 when funds are being advanced?
The principal (whomever issued the funds) and the agent (whomever is sign the funds)

Main three types of agent Transactions

The three main types of transactions a disbursing office deals with are:

DISBURSEMENTS- Decrease accountability.

COLLECTIONS- Increase accountability.

EXCHANGE TRANSACTIONS- receipt of one negotiable instrument in exchange for another or cash (does not affect overall accountability)

NOTE: DEBITS and DEPOSITS are related directly to Stored Value Card (SVC) and PCC-OTC (Paperless Check Conversion) transactions. These will be covered later in this presentation

Disbursements

A disbursement is a transaction that decreases **CASH** accountability. Since cash accountability decreases, the agent must always provide documentary evidence that the cash was properly and lawfully disbursed. Examples of Disbursements:

Casual Pay (DD 1351-6 with DD 117)

Legal Claims or Contract payments (SF 1034)

Travel Advances/Settlements (DD 1351)- *uncommon in theater*

Disbursements- Casual Pay

Casual payment limits will be established by the local Financial Management Center (FMC). A policy letter will be published to establish procedures for all Financial Management elements within their command.

All Casual Payments, regardless of service (Army, Marines, Navy, Reserves, etc.) will be recorded on a DD form 1351-6 (Multiple Payments List) which is chargeable under the appropriate Accounting Classification. These actions will ensure that the transactions were properly collected against the Soldier's pay and are in balance IAW the MAFR (this balancing of this report starts at the cashier-you).

NOTE: DDS will create an automated DD 1351-6. Cashiers are still required to maintain a manual copy that will mirror the printed copy.

Disbursements- Casual Pay

Casual payments for each service will be processed and recorded under their applicable DD 1351-6 and are “grouped” onto the appropriate DD 117. Cashiers are responsible for recording the individual transaction under the appropriate form designation. Failure to do so, might result in an uncollectible Casual payment resulting in a Loss of Funds for which the cashier will be responsible for.

NOTE: DDS will create an automated DD 1351-6. Cashiers are still required to maintain a manual copy that will mirror the printed copy.

Casual Payments- DD 1351-6 (Multiple Payments List)

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MULTIPLE PAYMENTS LIST				Page of Pages																																																																																																																																																																															
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a. NAME AND TITLE OF CERTIFYING OFFICER (Please type) Disbursing Officer, LTC, DO				b. CERTIFYING OFFICER (Signature) FOR:																																																																																																																																																																															

Administrative Data

Individual payments

Accounting Citation

Certification

DD 1351-6 Administrative data

Service designation (this is not part of the form). I will be either marked by the DA or cashier

Page number. Very important when having more than one page completely filled out for each service (think accountability)

Voucher numbers are assigned by DDS or a manual voucher log (DD 2659). The voucher number used on a particular DD 1351-6, must mirror the DD 1351-6 and DD 117 created by DDS.

ARMY ACTIVE			
MULTIPLE PAYMENTS LIST			Page 1 of 2 Pages
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397</p> <p>PRINCIPAL PURPOSE(S): Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of an organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also be used as a payroll list.</p> <p>ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury, for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this claim for reimbursement.</p> <p>DISCLOSURE: Voluntary; however, failure to furnish requested information may result in total or partial denial of amount claimed.</p>			
1. TYPE OF PAYMENT <i>(Check applicable)</i>			D.O. VOUCHER NUMBER 701234
<input type="checkbox"/> MILITARY PAY (MP)	<input type="checkbox"/> TRAVEL ALLOWANCE (TA)	<input checked="" type="checkbox"/> OTHER <i>(Specify)</i> Casual Pay	PAID BY 122th Finance BN LSA Anaconda, Iraq APO AE 09391
2. PAYROLL NUMBER <i>(If applicable)</i>			3. DATE OF COMPUTED PAYMENT 16 November ****
4. ORGANIZATION AND STATION 3rd Financial Management Company APO AE ***** FOB Finance, Iraq			DSSN 4837

Local Finance Unit
Information and address

Date payments were
made.

FMCO information and
DSSN (Disbursing
Station Symbol
Number)

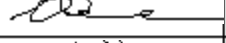
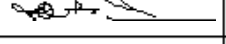
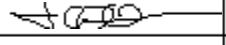
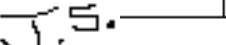
DD 1351-6 Individual transactions

Name of individual receiving the Casual Pay (check ID Card)

SSN number (check ID card). *Illegible SSN's can result in a loss of funds*

Amount of Casual Payment

Customer signature. Failure to obtain this signature will result in a loss of funds.

5. PAYEE IDENTIFICATION				e. UNIT	f. AMOUNT	g. SIGNATURE OR CHECK NUMBER
a. LAST	b. FIRST	c. MI	d. SSN			
1	Dough, John	P.	123-45-6789		\$200.00	 1
2	Valdez, Juan	J.	987-65-4321		\$150.00	 2
3	Stonowitz, Cala	T.	564-65-1212		\$150.00	 3
4						
5	follows					
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
				PAGE TOTAL	\$500.00	 21

Dollar value of sheet

Cashier must circle and initial total

All information in each line must be filled out prior to disbursing the money. Request, the soldier's ID card, record the data, have customer sign then disburse. Never allow the customer to complete his own data in order to avoid illegible data or attemptive fraud.

DD1351-6 Accounting Citation and Certification

All Accounting Citations will be obtained from the DA Pam 37-100. It is the DA's responsible to obtain the appropriate lines for the individual services. The DA must obtain these lines from HQ Disbursing and is responsible for DDS having the appropriate and most up to date data.

6. ACCOUNTING CLASSIFICATION

21 7 2010.0000 90-0000 4140 S12120 APC K186 \$

7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER

a. NAME AND TITLE OF CERTIFYING OFFICER *(Please type)*

Joe Smith, SSG, Certifier

b. CERTIFYING OFFICER *(Signature)*

FOR:



DD FORM 1351-6 JUN 93 (EG)

Replaces DD Forms 115 (MAY 74), 1351-1 (SEP 61), and 1351-6 (NOV 64), which may be used until DEC 31, 1993.

Name and title of the
Certifier

Signature of Certifier (must
be on certifying orders)

Casual Payments- DD 117 (Military Pay Voucher)

DD 117s are required to consolidate multiple DD 1351-6s sheets.

The DD 1351-6s attached to an individual DD 117 must be for the same component (i.e., Active, Reserve), branch (i.e., Army Marines) and grade (i.e., officer or enlisted). Since all the DD 1351-6s meet the same criteria at this point, they would be processed against a single default line of accounting. Although possible to have more than one line of accounting on a DD 117, it is strongly discouraged since it will cause unnecessary imbalances in the MAFR report (Merged Accountability and Fund Reporting).

The attached DD 1351-6s will share the same voucher number as the DD 117. The total of the DD 117 must equal to the addition of all DD 1351-6 totals.

DD 117 Signature requirements in the following slides are based on the DFAS-Rome Contingency Voucher Documentation Requirements SOP (dated Dec 16, 2006)

Casual Payments- DD 117 (Military Pay Voucher)

1. DEPARTMENT ARMY	MILITARY PAY VOUCHER		2. VOUCHER NUMBER 151901
IDENTIFICATION AND CERTIFICATION			
3. ATTACHMENT Pages	4. ORGANIZATION AND LOCATION PST SITE ALPHA SOMEWHERE OFF FOB ALPHA	5. PAYROLL NUMBER	
6. PURPOSE OF PAYMENT TO: See Attached		7. PAID BY PST SITE ALPHA SOMEWHERE OFF FOB ALPHA 8550 0709/2009 B (Brief Stamp)	
8. TYPED NAME OF DISBURSING OFFICER ANTHONY COLE		9. DSSN 8550	10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY
As Agent Officer to the above Disbursing Officer, I CERTIFY the amounts shown on the attached money lists have been paid by me to members listed thereon after proper identification.			
11. SIGNATURE OF AGENT OFFICER		12. DATE PAID 07/09/2009	
APPROPRIATION CHARGES			
13. APPROPRIATION 21 9 2010 0000 90 0000 ZB14M400000 4140 IZ CASUALPAY85500 F217 000000 012120		14. AMOUNT 1,050.00	
15. PREPARED BY JOHN P LENNON		16. REVIEWED BY	17. TOTAL \$ 1,050.00
PAYMENT DATA			
CHECK PAYMENT	18. AMOUNT	19. PAID BY CHECK NUMBERS TO INCL	
CASH PAYMENT	20. AMOUNT 1,050.00	21. I acknowledge receipt of cash payment in amount stated SIGNATURE OF PAYEE (For an individual cash payment)	

Administrative Data

Disbursing Agent
verification

Accounting Citation
and Cashier/Certifier
verification

Individual payment data

DD 117 Administrative data

Always Army

Count of DD 1351-6s
attached to DD 117

Voucher numbers are assigned from the
manual voucher log or DDS (DD 2659).
The totals and administrative data must
match the attached DD 1351-6s.

1. DEPARTMENT ARMY	MILITARY PAY VOUCHER	2. VOUCHER NUMBER 151901
IDENTIFICATION AND CERTIFICATION		
3. ATTACHMENT Pages	4. ORGANIZATION AND LOCATION FST SITE ALPHA SOMEWHERE OFF FOB ALPHA	5. PAYROLL NUMBER
6. PURPOSE OF PAYMENT		
TO: See Attached		7. PAID BY FST SITE ALPHA SOMEWHERE OFF FOB ALPHA 8550 07/09/2009 B (Brief Stamp)

Casual Payments


Location and DSSN
where casual payment
was made

Name of payee if DD
117 is used for a single
payment (i.e., Military
Pay casual payment)

DD 117 Disbursing Agent or Cashier verification

Disbursing Officer's name
and title

DSSN

I CERTIFY this voucher is correct and proper for payment from the appropriation and/or fund indicated below.		
8. TYPED NAME OF DISBURSING OFFICER ANTHONY COLE	9. DSSN 8550	10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY
As Agent Officer to the above Disbursing Officer, I CERTIFY the amounts shown on the attached money lists have been paid by me to members listed thereon after proper identification.		
11. SIGNATURE OF AGENT OFFICER 		12. DATE PAID 07/09/2009


Signature of Disbursing Agent

Current Business date

DD 117 Administrative data

Default accounting citation for the applicable branch, component and grade.

Subtotal

13. APPROPRIATION CHARGES		14. AMOUNT
APPROPRIATION		
21 9 2010 0000 90 0000 ZB14M400000 4140 IZ CASUALPAY85500 P217 000000 012120		1,050.00
15. PREPARED BY JOHN P LENNON		16. REVIEWED BY 
17. TOTAL \$		1,050.00

Name and initials of Cashier

Name and initials of Certifier

DD 117 total (addition of all attached DD 1351-6s)

DD 117 Administrative data

Portion not used in
normal contingency
Disbursing operations

PAYMENT DATA		
CHECK PAYMENT	18. AMOUNT	19. PAID BY CHECK NUMBERS _____ TO _____ INCL
CASH PAYMENT	20. AMOUNT 1,050.00	21. I acknowledge receipt of cash payment in amount stated SIGNATURE OF PAYEE (For an individual cash payment)

DD FORM 117, SEP 77 (EG) EDITION OF 1 MAY 74 WILL BE USED UNTIL EXHAUSTED. FORM APPROVED BY COMPTROLLER GENERAL, U.S.

Paid DD 135

MARINE ACTIVE OFFICER

MULTIPLE PAYMENTS LIST

ACTIVE ARMY ENLISTED

MULTIPLE PAYMENTS LIST

ACTIVE ARMY ENLISTED

MULTIPLE PAYMENTS LIST

ACTIVE ARMY ENLISTED

MULTIPLE PAYMENTS LIST

AIR FORCE ACTIVE ENLISTED

MULTIPLE PAYMENTS LIST

MULTIPLE PAYMENTS LIST

MILITARY PAY VOUCHER

1. DEPARTMENT ARMY	2. VOUCHER NUMBER 151901
IDENTIFICATION AND CERTIFICATION	
3. ATTACHMENT Pages	4. ORGANIZATION AND LOCATION PST SITE ALPHA SOMEWHERE OFF FOB ALPHA
5. PAYROLL NUMBER	
6. PURPOSE OF PAYMENT	
7. PAID BY PST SITE ALPHA SOMEWHERE OFF FOB ALPHA 8550 07009/2009 B	
TO: See Attached	
(Brief Stamp)	
I CERTIFY this voucher is correct and proper for payment from the appropriation and/or fund indicated below.	
8. TYPED NAME OF DISBURSING OFFICER ANTHONY COLE	9. DSSN 8550
10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY	
As Agent Officer to the above Disbursing Officer, I CERTIFY the amounts shown on the attached money lists have been paid by me to members listed thereon after proper identification.	
11. SIGNATURE OF AGENT OFFICER	12. DATE PAID 07/09/2009
APPROPRIATION CHARGES	
13. APPROPRIATION 21 9 2010 0000 90 0000 ZB14M400000 4140 13 CASUALPAY85500 P217 000000 012120	14. AMOUNT 1,050.00
15. PREPARED BY JOHN P LENNON	
16. REVIEWED BY	
17. TOTAL \$ 1,050.00	
PAYMENT DATA	
18. AMOUNT CHECK PAYMENT	19. PAID BY CHECK NUMBERS TO INCL
20. AMOUNT CASH PAYMENT	21. I acknowledge receipt of cash payment in amount stated SIGNATURE OF PAYEE (For an individual cash payment)

Marine Army officer
line of accounting

Active Army
Enlisted

e

Disbursements- Legal Claims and Contract payments

Legal Claims are prepared and paid in order to reimburse non-military personnel for damage to their property during U.S. Forces combat operations. These payments must always be recorded and paid using an SF 1034.

Legal payments are dictated by the local Legal office. They determine and Certify the amount to be paid. The Legal office OIC (individual signing and Certifying the payment) has to be on External Certifier orders in order to certify a payment. Finance will never certify a Legal Payment. A copy of the orders and DD 577 must be kept on record at all times.

Contract Payments are prepared and paid in order to pay for goods or services not obtainable through normal Army supply channels. These payments must always be recorded and paid using an SF 1034.

Contract payments are dictated by the documentation received from the Contracting, Resource Management and Commercial Vendor Services offices. These payments must be prepared and certified by CVS personnel but disbursing personnel must be extremely familiar with them in order to properly pay them.

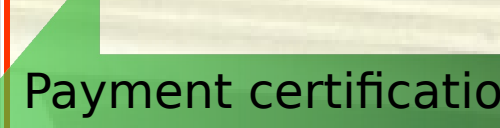
Contract payments or Legal claims- SF 1034

[illegible]

Administrative Data

Description of goods or services

Payment calculation
and payment grand total



Payment certification,
accounting data and
payment method

SF 1034 Administrative data

Finance Unit making the payment

Legal claim- Claim number

Date prepared

Purchase Request and Commitment (PR&C- DD 3953) number. **Contracts only**

Assignment of vouchers numbers is based on local policy and procedures. The DOV must be obtained before the vouchers are turned in to MilPay for collection via

FMCO information and DSSN (Disbursing Station Symbol Number)

Standard Form 1034 Revised October 1967 Department of the Treasury 1 TFM 4-2000 1034-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL		VOUCHER NO. 210641	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION DEPARTMENT OF THE ARMY 3rd Financial Management Company Camp Finance, Iraq APO AE 09123			DATE VOUCHER PREPARED 16 November ****		SCHEDULE NO. PAID BY 122th Finance BN LSA Anaconda, Iraq APO AE 09391
			CONTRACT NUMBER AND DATE DABT51-07-4254		
			REQUISITION NUMBER AND DATE W9115RK1230012		
PAYEE'S NAME AND ADDRESS <div style="border: 1px solid black; padding: 10px; text-align: center;"> ALLAH AU AKBAR Cinder Block Buffing Co Ba'qubah, Iraq </div>			DSSN 4837 DATE INVOICE RECEIVED DISCOUNT TERMS PAYEE'S ACCOUNT NUMBER		
SHIPPED FROM TO WEIGHT			GOVERNMENT B/L NUMBER		

PAYEE information (verify ID)

The SF 1034 will usually be completed before the agent receives it. A good agent 100% familiar with the documents he/she pays. With pecuniary liability on the line, knowing if a payment is legitimate is wise. Question the incorrect... Trust no one.

SF 1034 Description of goods or services-Legal Claim

Claim
number and
date
processed

Description of items to
be paid for due to
combat operations.

Quantities and
prices of goods
or services

Individual line
totals

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUAN- TITY	UNIT PRICE		AMOUNT (1)
				COST	PER	
SP00346 16Nov**	16Nov**	Accidental shooting of half dead family dog (25% depreciation)	1	200.00	ea	\$200.00
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL						\$200.00

An experienced and well rounded agent will verify the
additions of all individual line totals. Never leave room for
under or overpayment.

Gross total
before any other
calculation

SF 1034 Description of goods or services-Contract pmt.

CLIN (Contract Line Identification Number) and Effective date of contract

Date the goods were accepted

Description of items to be paid (must match the contract, invoice and receiving report)

Quantities and prices of goods or services

Individual line totals

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUAN- TITY	UNIT PRICE		AMOUNT (1)
				COST	PER	
A0001 1Oct**	16Nov**	Quick dry cement (100lb bag)	2	50.00	bag	\$100.00
A0002 1Oct**	16Nov**	Wood planks (2"x4"x10')	30	10.00	ea	\$300.00
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL						\$400.00

An experienced and well rounded agent will verify the additions of all individual line totals. Never leave room for under or overpayment.

Gross total before any other calculation

Payment

Payment type:
Legal claims are
always "Final".
Contract payments
could be either.

Total
amount
of
payment

Exchange
rate if the
payment is
made in
foreign
currency

Discounts
or
interest

Gross total
before any
other
calculation

(Use continuation sheet(s) if necessary)		(Payee must NOT use the space below)		TOTAL	\$400.00
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input checked="" type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR	EXCHANGE RATE	DIFFERENCES		
		=\$ \$400.00	=\$1.00		
	BY 2				
	John R. Smith, SSG. USA		Amount verified; correct for payment		\$400.00
	TITLE		(Signature or initials)	J.S.	
	Disbursing Agent				

Contract Pmt- DA information
Legal Claim- Legal OIC
information

Cashier must circle
and initial total

Total paid

The agent must verify the math. Failure to do so will result in over or underpayment.

Payment certification and accounting data

Signature block of Commander. Only personnel with Certifying Orders may sign **For** the Commander (i.e., Certifier or personnel with External Certifying Orders)

Pursuant to authority vested in me, I certify that		for payment.	
16 Nov **** (Date)	For:: JOHN R. JOHNSON, LTC, FC (Authorized Certifying Officer)	Disbursing Officer (Title)	
ACCOUNTING CLASSIFICATION			
2152020 22-0204 P436099.22-4200 VIRQ F9206 APC: 9204 S99999 \$400.00			
CHECK NUMBER		ON TREASURER OF THE UNITED STATES	
CASH	DATE	CHECK NUMBER	ON (Name of bank)
\$400.00	16 November ****	PAYEE ³	
<small>1 When stated in foreign currency, insert name of currency. 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3 When a voucher is receipted in the name of a company or corporation, the name of the person signing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.</small>			FOR TITLE

Accounting Citation and total paid:
 Claims- Legal will provide
 Contract- Must be same as contract and

Complete if payment was made by treasury check

Complete if payment was made by cash

Must obtain signature from payee. Failure to do so could result in a loss of

Collections

A collection is a transaction that increases **CASH** accountability. Once the cashier takes in the collection, his/her cash accountability will go up thus making the cashier responsible to report the increase during return. Examples of collections:

SDP- Savings Deposit program (DD 1131)

AAFES deposit (DD 1131)

Postal deposit (DD 1131)

Money found and turned in to Finance (DD 1131/DD 362)
Statement of Charges (DD 362)

Most AAFES and Postal transactions are currently processed via the SVC card. Although this is the case, the cashier might still be required to know how to process a manual transaction in case the SVC POS device is inoperable or a remote location is being serviced during a FMST mission.

Some locations are issuing AAFES and Postal a DD 1131 as record of the transaction even though the deposit was processed through SVC. DO NOT PROCESS THIS "RECEIPT" DD 1131 in DDS or make it part of your accountability- you will be short at the end of the day.

SDP (Savings Deposit Program) Collections

Members of the Uniformed Services who are on a permanent duty assignment outside the United States, or its possessions, can deposit their unallotted current pay and allowances for savings purposes. Amounts up to \$10,000.00 could be deposited with interest accrual at the rate of 10 percent per year (2.5% quarterly not-compounded). Members must meet eligibility criteria contained in the DoDFMR, Volume 7A, Chapter 51. Members entitled to participate in the program may deposit amounts of \$5.00 or more, in multiples of \$5.00, with any disbursing officer, finance officer or any other designated officer of the Uniformed Service.

Prepare a **DD Form 1131**, Cash Collection Voucher for any member making a cash, SVC or check deposit. If a member desires to make deposits via allotment, complete a DD Form 2558, Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel. Reserve Component members, if otherwise eligible, can make cash or check deposits, but they are not authorized to set up deposits by allotment.


DD 1131- Cash Collection Voucher

[illegible]

Administrative Data



Individual Collection



Voucher total

DD 1131- Administrative data

Local
Disbursing
office data

The DOV number will be hand
written on the DD 1131. the
number will come from DDS in
order to insure a good audit
trail

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NO.	
		RECEIVING OFFICE COLLECTION VOUCHER NO. 000421	
ACTIVITY (Name and location) (Include ZIP Code) 45 Finance Company, FOB Finance, Iraq APO AE 09112			
RECEIVED AND FORWARDED BY (Printed name, title and signature) Pepe LePeu, SFC, USA Disbursing Agent		DATE 16 Nov ****	
ACTIVITY (Name and location) (Include ZIP Code) 36 th FMCO, Camp Doha, Kuwait APO AE 12456			
DISBURSING OFFICER (Printed name, title and signature) For: JOHN R. JOHNSON LTC, FC Disbursing Officer		DISBURSING STATION SYMBOL NO. 4837	DATE RECEIVED SUBJECT TO COLLECTION 16 Nov ****

Disbursing
Officer
data

DSSN

Date
collection
was taken
in

DD 1131- Individual Collections (SDP)


Business date

Customer Information. The cashier must complete.

Description of collection

Amount of collection

Accounting citation for all services and fiscal years

PERIOD: FROM		TO		
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
16Nov**	SDP SMITH, JOHN C. 123-45-6789 O3 ARMY ACTIVE Signature. 	SDP DEPOSIT \$10,000.00 CHK #143 (Check #) Date of Check	\$2,000.00	21X6010.0000 19 S12120

Important Notes

- The cashier must have the Disbursing Agent sign the DD 1131 before the collection is taken in
- An SDP collection can be done by receiving a check, SVC or cash from the customer
- All collections must be reported
- Provide the customer with a signed copy of the DD 1131.

DD 1131- Individual Collections (AAFES)


Business date

Customer Information. The agent must complete.

Description of collection

Amount of collection

Accounting citation for all services and fiscal years

PERIOD: FROM		TO		
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
16Nov**	AAFES PX Camp Finance, Iraq APO AE 01234 Signature of authorize 	AAFES Business day Of 15 November 2006	\$2,000.00	21X6501 0000 00000 S12106 G103

Important Notes

- An AAFES Cash Collection must only be processed if they do not have a Corporate ECC card that the funds can be loaded to.
- The cashier must have the Disbursing Agent sign the DD 1131 before the collection is taken in
- AAFES collections will always be cash. Never take checks because the Finance Office will automatically assume responsibility of any dishonored check.
- Count the money thoroughly and look for counterfeit or torn bills. Keep in mind their money does not come from a bank like yours, it comes from the field.
- If you find a suspicious bill, report it to your Disbursing Agent immediately. Do not take it in!
- Provide AAFES with a signed copy of the DD 1131
- Provide AAFES with a signed copy of the DD 1131

DD 1131- Total

Dollar value of all
collections

Cashier must
circle and initial
total

			TOTAL	\$2,000.00

DD FORM 1131, APR 57

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE

USA PPG V3.10

Once the cashier takes in the collection, he is fully responsible for the amount of money received. Failure to properly account for the cash or check taken in could result in a overage or loss of funds.

Check on Learning

What are the three main disbursing transactions (Bonus- what are the additional two transactions?)

Disbursements, collections and exchange transactions-debits and deposits.

What form is used to record casual payments?

DD 1351-6 (Multiple payment List)

What transactions increases overall accountability? Disbursements or Collections?

What form is required as a “cover” for the DD 1351-6 forms?

DD 117 (Military Pay Voucher)

Can a DD 117 contain more than one line of accounting? Is that recommended and why?

Yes but It is not recommended because each “service/component” sheet must be under their own DD 117.

Does processing a SF 1034 increase or decrease your accountability?

SF 1034s are disbursements and decrease your overall accountability.

What are two examples of collections transactions?

AAFES, SDP, Postal, Statement of Charges, etc.

What two things must a cashier do after processing a disbursement or collection Voucher?

Circle and initial the voucher total.

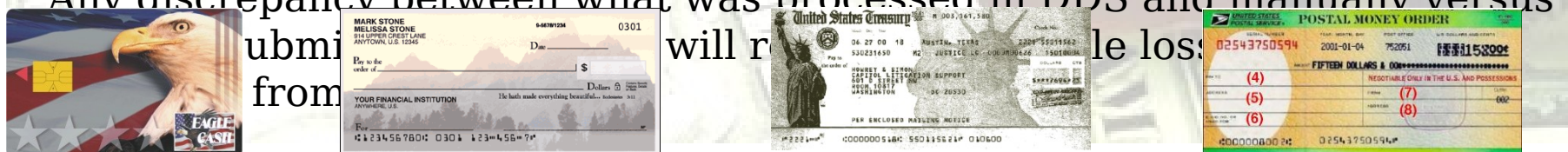
Exchange transactions

An exchange transaction is one of the most common cashier functions. This type of transaction requires the cashier to “take in” a negotiable instrument into their accountability in exchange for cash or vice versa.

Exchange transactions do not affect the “overall” accountability of the cashier since the value of the negotiable instrument must equal to the amount of cash being disbursed to the customer (check for \$100 in exchange for \$100 cash).

Although simple to process at the cashier level, the negotiable instrument taken in must still be redeemed by higher level agencies such as the Federal Reserve Banks. SVC Card transactions must be submitted by creating a TR file with the POC device that the FRB will use to charge the funds from the Soldier's bank account. The checks must also be submitted to the FRB but this will be accomplished by transmitting the check batch produced in the PCC-OTC program to the FRB at the end of the business day.

Any discrepancy between what was processed in DDS and manually versus submitted from will result in a file loss



The collage features four financial instruments: 1. An Eagle Card with an eagle logo and the text 'EAGLE CARD'. 2. A check from Mark Stone, Melissa Stone, 814 S. PINE CREST LANE, ANYTOWN, U.S. 12345, payable to 'Pay to the order of' for \$100.00, dated 03/01. 3. A United States Treasury check for \$100.00, dated 04/27/00, payable to 'CASH ON HAND', with MICR line ⑈00000001000⑈. 4. A United States Postal Money Order for \$15.00, dated 2001-01-04, payable to 'FIFTEEN DOLLARS & 00/100', with MICR line ⑈0000000000⑈.

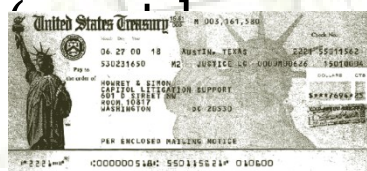
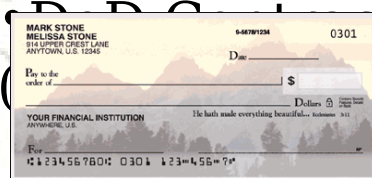
Exchange transactions- Negotiable instruments

Personal check cashing limits and policy will be established by the local FMC. A policy letter will be published to establish procedures for all Finance elements within their command.

All check cashing, regardless of service (DoD Contractor, Army, Marines, Navy, Reserves, etc.) will be recorded on a DD form 2664 (Record of Individual Exchange Transactions) in order to maintain good audit trail and to help settle any future disputes.

Check cashing services will be provided for the following individuals:

- Active Duty Military
- Department of the Army Civilians
- DoDDS employees
- Retirees



tors (check agreement

Exchange transactions- Negotiable instruments (Cont.)

The following are checks we **are** able to cash:

1. Personal checks- Must meet the following minimum criteria:

- a. Payable to "FAO DSSN ****"
- b. Written in \$10.00 increments
- c. Does not exceed the maximum amount IAW Policy
- d. The check writer is not on the Dishonored check list
- e. The consent stamp is initialed by the customer acknowledging a payroll collection if check is returned (bounced)

2. Treasury/State Checks- Must meet the following criteria:

- a. Must be made to the person cashing it

3. Money orders- Must meet the following criteria:

- a. Payable to "FAO DSSN ****"

All customers must have a valid Military ID card. DoD Contractors must have a valid company ID and a valid, up to date check cashing agreement of file. It is the cashier's responsibility to insure the information on the ID card, matches the information in the checks.

Exchange Transactions- Example Personal Check

Name of customer
IAW ID card

Admin data (dictated
by Local SOPs and
policies)

Today's date.
Cannot be
postdated

Check amount
must be legible
and cannot
exceed set limits

Must be made
to "FAO DSSN
****"

Written amount
must be legible
and must
match the
numerical
amount

Check must be
signed by
customer

MARK STONE
MELISSA STONE
914 UPPER CREST LANE
ANYTOWN, U.S. 12345

123-45-6789
DSN 123-456
456th Infantry

9-5678/1234

0301

Date 16 November ****

Pay to the order of FAO DSSN **** \$ 200.00

Two hundred only

YOUR FINANCIAL INSTITUTION
ANYWHERE, U.S.

I consent immediate collection of my pay the amount of this check, plus bank fees for processing charges, if this check is dishonored.

For [Signature]

⑆123456789⑆ 0301 123-456-789

© 1999 AMERICAN CHECKS, INC. • 1-800-826-7892 • www.americanchecks.com

The front of the check will be stamped with the authorized consent stamp (customer must initialed).
The reverse of the check must be stamped with: FOR DEPOSIT ONLY/FAO DSSN ****.
Checks processed manually will be kept by the cashier. Checks processed in PCC will be
Returned to the customer once they have been scanned and voided.

Exchange transactions- Stored Value Card (SVC)

Purpose of the Stored Valued Card (SVC):

- Cash Management tool for Finance, Merchants, and Soldiers
- Is similar in concept to pre-paid gas, gift, or phone cards
- Secure computer chip on card stores and process “electronic currency”
- Issued/replaced on-site at Finance and accepted at most base merchants
- Provides deployed personnel “24/7” fee-free access to personal funds
- No “on-line” telecom requirement as transactions are processed “off-line”

Outside of the SVC Kiosk transactions, the cashier is first link in the proper processing of loads and sales in SVC and DDS. Any inaccuracy between what was processed against the card and what was processed in DDS will result in a financial investigation and possibly a loss on the cashier. *Against the Soldiers pay. Disbursing has the AUTH (Analysis of Transactions) to determine what was processed against a card versus what was processed in DDS. There is no room for error when processing SVC transactions. Any fraud will ultimately be detected and dealt with via UICM!*

Exchange transactions- Stored Value Card (SVC) Cont'd

All SVC Card transactions will be processed in this fashion unless local SOP includes additional steps:

1. Verify the customer's identity by ID card. The SVC card should have the customer's name and signature (prevent fraud)
2. SVC transactions have to be recorded on a manual DD 2664 (Currency Exchange Record) for accountability purposes. If DDS goes down, the DD 2664 will serve as the document that shows what transpired during your business day. Make sure to have the customer sign the form prior to completing the transaction.
3. Do not confuse the "Incoming" with the "Outgoing" in DDS or manually- you will be out of balance
4. Do not confuse a "Sale" from a "Load" in the POS device- you will be out of balance and some of the transactions in SVC are not reversible
5. Know what an SVC-related transaction does to your accountability and where it shows up on a the DD 1081 and DD 2665. Knowing this will save you hours of balancing out by being able to pinpoint your discrepancy.
6. TR Files have to be transmitted to FRB daily. Non-transmission of TR files will result in imbalances at the DDO level and possibly your personal check book.
7. Know where to find exchange transactions in DDS after being processed; know how to back them out in order to alleviate any unbalances or fix any mistakes

Exchange transactions- Stored Value Card (SVC) Cont'd



LOADS

DEBIT VOUCHER			
STANDARD FORM 1316 (REV. 5-77)		DEPARTMENT OF THE TREASURY BUREAU OF GOVERNMENT FINANCIAL DEPARTMENT	
VOUCHER NUMBER	DATE OF DEBIT TO U.S. TREASURY'S ACCOUNT	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
1111101100000400247	3/26/2007	15:31:04	\$350.00
1111101100000400252	3/26/2007	15:31:04	\$1,000.00
Total Transactions			2 \$1,350.00
Average Transaction Amount			\$675.00



SALES

DEPOSIT TICKET			
STANDARD FORM 216 (REV. 5-78)		DEPARTMENT OF THE TREASURY BUREAU OF GOVERNMENT FINANCIAL DEPARTMENT	
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
1111101100000400255	15:29:45	15:31:04	\$50.00
1111101100000400256	15:30:21	15:31:04	\$200.00
1111101100000400257	15:31:04	15:31:04	\$100.00
1111101100000400258	15:31:36	15:31:04	\$150.00
1111101100000400259	15:32:07	15:31:04	\$50.00
1111101100000400260	15:32:07	15:31:04	\$50.00
1111101100000400261	15:32:07	15:31:04	\$50.00
1111101100000400262	15:33:02	15:31:04	\$20.00
1111101100000400263	15:33:02	15:31:04	\$30.00
1111101100000400264	15:33:36	15:31:04	\$150.00
1111101100000400265	15:34:07	15:31:04	\$25.00
1111101100000400266	15:34:49	15:31:04	\$75.00
1111101100000400267	15:35:15	15:31:04	\$250.00
1111101100000400268	15:35:57	15:31:04	\$25.00
1111101100000400269	15:37:11	15:31:04	\$25.00
GRAND TOTAL			\$1,175.00

DD 2664 (Record of individual exchange transactions)

[illegible]

Administrative Data

Customer information and signature

Record of individual transactions

DD 2664- Administrative data

Disbursing
Agent
information

Exchange rate
(when
utilized)

Current day of
business

DSSN

Sheet
number

CURRENCY EXCHANGE RECORD RECORD OF INDIVIDUAL EXCHANGE TRANSACTIONS			PAGE 1 OF 1
1. DISBURSING OFFICER DESIGNATION Jose Pumpkineater MSG, USA Disbursing Agent Camp Finance, Iraq APO AE 09112	2. RATES OF EXCHANGE <i>(Number of Foreign Currency Units to one U.S. Dollar)</i> N/A	3. DATE <i>(YYYYMMDD)</i> ****1116	4. DSSN 4837
			5. NAME OF CASHIER OR DEPUTY John P. Smith, SPC USA

Cashier name

DD 2664- Record of individual transactions

Type of check taken in:

- TC-Treasury check
- PC-Personal check
- MO Money Order
- SV- SCV Card

Amount of outgoing to customer (SVC Load, cash, etc.)

Amount of incoming from customer (SVC Sale, check, currency, etc.)

The cashier must fill this out using the customer's ID card. The customer must sign.

6. RECEIVED FROM CUSTOMER				7. DISBURSED TO CUSTOMER				8. NAME AND OTHER INFORMATION REQUIRED BY DISBURSING OFFICER ON PERSON FOR WHOM EXCHANGE IS MADE	
a. TYPE OF NEGOTIABLE INSTRUMENT RECEIVED <i>(Personal Check, etc.)</i>	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	a. U.S. CURRENCY AND COIN	b. FOREIGN CURRENCY	c. FOREIGN CURRENCY	d. TOTAL	Name, Social Security Number	
TC/1Dec05	\$200.00		\$200.00	\$200.00			\$200.00	Lopez, Fernando	987-65-4321
PC/#0130	\$150.00		\$150.00	\$150.00			\$150.00	Valdez, Juan J.	987-65-4321
MO/2Nov06	\$150.00		\$150.00	\$150.00			\$150.00	Wallace, William	987-65-4321
PC/#854	\$200.00		\$200.00	\$180.00	ID 15,550		\$190.00	Paw, Jaguar	987-65-4321
				SV \$10.00			\$10.00	Paw, Jaguar	987-65-4321
SV 123456	\$100.00		\$100.00	\$50.00		\$` 50.00	\$100.00	Coysteau, Jack	987-65-4321

Although this form has no money value, it is required to be maintained and properly filled out. This form will be returned at the end of the business day with all signatures and accurate data.

Check on Learning

Who established check cashing limits?

FMCs by publishing policy letters.

Does an exchange transaction affect your overall accountability? Why?

It does not affect overall accountability. What comes in must equal to what goes out.

Does a SVC load increase or decrease your accountability?

Increases it.

What form is utilized to record exchange transactions?

DD 2664 (Record of Individual Exchange Transactions)

Can an exchange transaction have a single “incoming” and multiple “outgoing” customer transactions? How?

Yes. The customer can request dollars, Foreign currency and SVC given they

Add up to the “incoming”.

Balancing Out

Balancing out is a delicate process that must always be done to standard not time. In order to “clear” the daily business and conduct a successful return, many preparations must be made prior to presenting the daily business to the principal.

- Verify that all DD 1351-6 forms have been properly completed, totaled, signed by the appropriate individuals and that all information is legible. The manual DD 1351s must be a mirror image of the one printed from DDS.
- Utilize the DD 2664 to insure all cashed checks are accounted for by name and amount cashed. The manual DD 2664 must be a mirror image of the one printed from DDS.
- Insure the SF 1034 have all been signed by the appropriate agent.
- Make sure all collections have been signed by the DA.
- Count your cash and bundle it.
- Query all transactions in DDS to ensure they were properly processed and that they compliment the administrative data and money amounts of the manual forms.

Balancing Out (Example-no cash returned)

STATEMENT OF ASSET OFFICER'S ACCOUNT			
EMPLOYER: <input type="checkbox"/> CITY OF ALBUQUERQUE <input type="checkbox"/> COUNTY OF BERNALILLO <input type="checkbox"/> COUNTY OF SANTIAGO OFFICE: <input type="checkbox"/> 1014 N. 1ST ST. <input type="checkbox"/> 1014 N. 2ND ST. <input type="checkbox"/> 1014 N. 3RD ST. <input type="checkbox"/> 1014 N. 4TH ST. <input type="checkbox"/> 1014 N. 5TH ST. <input type="checkbox"/> 1014 N. 6TH ST. <input type="checkbox"/> 1014 N. 7TH ST. <input type="checkbox"/> 1014 N. 8TH ST. <input type="checkbox"/> 1014 N. 9TH ST. <input type="checkbox"/> 1014 N. 10TH ST. <input type="checkbox"/> 1014 N. 11TH ST. <input type="checkbox"/> 1014 N. 12TH ST. <input type="checkbox"/> 1014 N. 13TH ST. <input type="checkbox"/> 1014 N. 14TH ST. <input type="checkbox"/> 1014 N. 15TH ST. <input type="checkbox"/> 1014 N. 16TH ST. <input type="checkbox"/> 1014 N. 17TH ST. <input type="checkbox"/> 1014 N. 18TH ST. <input type="checkbox"/> 1014 N. 19TH ST. <input type="checkbox"/> 1014 N. 20TH ST. <input 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DD 1081



INCREASES

Beginning Balance

Collections

Stored Value Card Loads

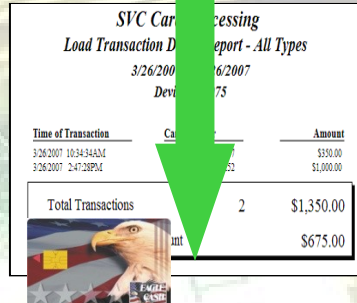
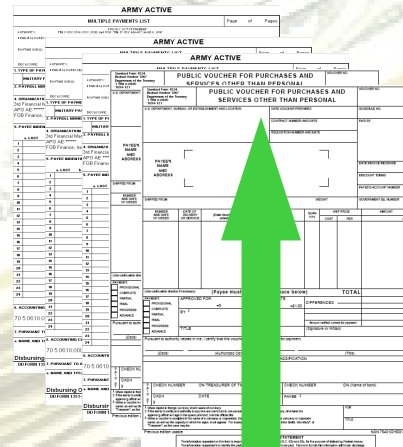
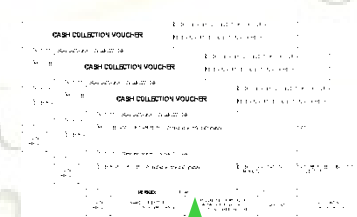
DECREASES

**DD 117s with 1351-6s
SF 1034 (Legal and CVS)**

Stored Value Card Sales	Cashed Checks
100	100
200	200
300	300
400	400
500	500
600	600
700	700
800	800
900	900
1000	1000

Left over cash (ending account ability)

If a cashier's DD 1081 SVC and PCC totals do not match the receipts and batch lists produced by these systems, THE CASHIER IS NOT IN BALANCE!



DD 2665- Daily Agent Account Summary

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day					
2.	ADVANCES	a. Cash	b. Prepositioned Checks	c. Other		
3.	VOUCHERED COLLECTIONS					
4.	TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	EXCHANGE GAIN ACCUMULATIONS					
7.	OTHER (Explain)					
8.	TOTAL INCREASES					
9.	GROSS ACCOUNTABILITY					
10.	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	EXCHANGE LOSS ACCUMULATIONS					
12.	OTHER (Explain)					
13.	RETURNS TO PRINCIPAL	a. Paid Vouchers	b. Deposit Tickets			
14.	TOTAL DECREASES					
SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. ELEMENT OF ACCOUNTABILITY		c. ACCO UPABILITY BEFO RE TRANSFER	d. RETURE TO DEPOSITAL	e. ACCO UPABILITY AFTER TRANSFER	
16.	LIMITED DEPOSITORY		UNIT:	RATE		
17.	CASH ON HAND (U.S.)					
18.	CASH ON HAND (Foreign)	a. ACCOMMODATION b. OPERATING	UNIT:	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)					
21.	NEGOTIABLE INSTRUMENTS (Foreign)		UNIT:	RATE		
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS					
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY					
SECTION III - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. LOCATION	c. CASH (Foreign Only)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	f. MILITARY PAYMENT CERTIFICATES	g. OTHER
33.	AGENT					
34.	DEPUTY AGENT					
35.	CASHIER					
36.	OTHER (Specify)					
37.	TOTALS					
2. NAME OF AGENT (Type or Print)		3. ADDRESS OF AGENT (Type or Print)				
4. SIGNATURE OF AGENT		"FOR INSTRUCTIONAL PURPOSES ONLY"				

Section I-Summary of Daily Accountability Transactions
(what happened)

Section II- Distribution of Agent Accountability (disposition of transactions)

Section III- Distribution of Agent Accountability (not applicable to cashiers)

Cashier authentication

DD 2665- Section I (What happened today?)

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day				\$3,241.68	3,241.68	
2.	INCREASES	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	4,575.00	4,575.00	
3.		VOUCHERED COLLECTIONS			1,476.00	1,476.00	
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain)					
8.		TOTAL INCREASES			6,051.00	6,051.00	
9.		GROSS ACCOUNTABILITY			9,292.68	9,292.68	
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain)					
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.56	b. Deposit Tickets			
			c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18			5,685.74	5,685.74
14.		TOTAL DECREASES			5,685.74	5,685.74	
15.	ACCOUNTABILITY - ENDING			3,606.94	3,606.94		

Today's
Business
Date

DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY							1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS								
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day					\$3,241.68	3,241.68	
2.	INCREASES	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	c. Other 325.00	4,575.00	4,575.00	
3.		VOUCHERED COLLECTIONS				1,476.00	1,476.00	
4.		TREASURY CHECK ISSUES	a. Vou					
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS						
6.		EXCHANGE GAIN ACCUMULATIONS						
7.		OTHER (Explain)						
8.		TOTAL INCREASES				6,051.00	6,051.00	
9.		GROSS ACCOUNTABILITY					9,292.68	9,292.68
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS (is done)						
11.		EXCHANGE LOSS ACCUMULATIONS						
12.		OTHER (Explain)						
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.56	b. Deposit Tickets				
			c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18			5,685.74	5,685.74	
14.		TOTAL DECREASES				5,685.74	5,685.74	
15.	ACCOUNTABILITY - ENDING					3,606.94	3,606.94	

Must equal to ending balance from previous business day (may be zero if a complete return)

DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day					\$3,241.68	3,241.68
2.	INCREASES	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	c. Other 325.00	4,575.00	4,575.00
3.		VOUCHERED COLLECTIONS				1,476.00	1,476.00
4.		TREASURY CHECK ISSUES					
5.		TRANSFERS FROM OTHER DISBURSEMENTS					
6.		EXCHANGE GAIN ACCUMULATION					
7.		OTHER (Explain)					
8.		TOTAL INCREASES				6,051.00	6,051.00
9.		GROSS ACCOUNTABILITY				9,292.68	9,292.68
10.	DECREASES	TRANSFERS TO OTHER DISBURSEMENTS					
11.		EXCHANGE LOSS ACCUMULATION					
12.		OTHER (Explain)					
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.56	b. Deposit Tickets			
			c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18			5,685.74	5,685.74
14.	TOTAL DECREASES				5,685.74	5,685.74	
15.	ACCOUNTABILITY - ENDING				3,606.94	3,606.94	

STATEMENT OF AGENT OFFICER'S ACCOUNT

STATEMENT PERIOD: 10/1/2011 TO 10/1/2011

STATEMENT DATE: 10/1/2011

AGENT: 100

DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				\$3,241.68	3,241.68
2.	I N	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	c. Other 325.00	4,575.00	4,575.00
3.	C	VOUCHERED COLLECTIONS				1,476.00	1,476.00
4.	R E	TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.	A	TRANSFERS FROM OTHER D					
6.	S	EXCHANGE GAIN ACCUMULA					
7.	E	OTHER (Explain)					
8.	S	TOTAL INCREASES				6,051.00	6,051.00
9.		GROSS ACCOUNTABILITY				9,292.68	9,292.68
10.	D E C R E A S E	TRANSFERS TO OTHER DISB					
11.		EXCHANGE LOSS ACCUMUL					
12.		OTHER (Explain)					
13.		RETURNS TO PRINCIPAL	a. Paid Vouch				
			c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18			5,685.74	5,685.74
14.	S	TOTAL DECREASES				5,685.74	5,685.74
15.		ACCOUNTABILITY - ENDING				3,606.94	3,606.94

CASH COLLECTION VOUCHER

1. DATE: 1 OCT 2011

2. AMOUNT: 1,476.00

3. BY: [Signature]

4. FOR: [Signature]

5. TOTAL: 1,476.00

All Collections
processed
during the
business day

DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				\$3,241.68	3,241.68
2.	INCREASES	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	c. Other 325.00	4,575.00	4,575.00
3.		VOUCHERED COLLECTIONS				1,476.00	1,476.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	EXCHANGES	EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain)					
8.		TOTAL INCREASES				6,051.00	6,051.00
9.	GROSS ACCOUNTABILITY				9,292.68	9,292.68	
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain)					
13.	E	RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.55	b. Deposit Tickets			
		c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18		5,685.74	5,685.74		
14.	S	TOTAL DECREASES				5,685.74	5,685.74
15.	ACCOUNTABILITY - ENDING				3,606.94	3,606.94	

Any Treasury Check advances to an agent for the purposes of payment or exchange

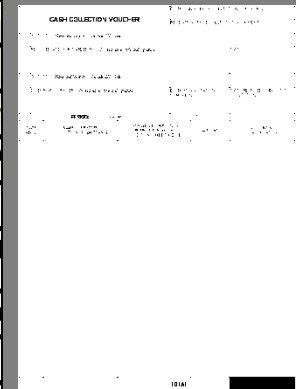
DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				\$3,241.68	3,241.68
2.	INCREASES	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	c. Other 325.00	4,575.00	4,575.00
3.		VOUCHERED COLLECTIONS				1,476.00	1,476.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	EXCHANGES	EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain)					
8.		TOTAL INCREASES				6,051.00	6,051.00
9.		GROSS ACCOUNTABILITY				9,292.68	9,292.68
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain)					
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.56	b. Deposit Tickets			
		c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18				5,685.74	5,685.74
14.		TOTAL DECREASES				5,685.74	5,685.74
15.		ACCOUNTABILITY - ENDING				3,606.94	3,606.94

Not applicable to cashiers

DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY							1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS								
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE	
1.		ACCOUNTABILITY - Beginning of Day				\$3,241.68	3,241.68	
2.	INCREASES	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	c. Other 325.00	4,575.00	4,575.00	
3.		VOUCHERED COLLECTIONS				1,476.00	1,476.00	
4.		TREASURY CHECK ISSUES		a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS						
6.		EXCHANGE GAIN ACCUMULATIONS						
7.	E	OTHER (Explain) SVC Loads						
8.	S	TOTAL INCREASES				6,051.00	6,051.00	
9.		GROSS ACCOUNTABILITY				9,292.68	9,292.68	
10.	DECREASES	TRANSFERS TO OTHER DISB						
11.		EXCHANGE LOSS ACCUMUL						
12.		OTHER (Explain)						
13.		RETURNS TO PRINCIPAL	a. Paid Vouch	c. Other Retu		5,685.74	5,685.74	
14.		TOTAL DECREASES				5,685.74	5,685.74	
15.		ACCOUNTABILITY - ENDING				3,606.94	3,606.94	



Collections incurred during Foreign currency Gains by Exchange (GBX) or rounding discrepancies (cannot exceed 3 cents.)

DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 1 OCT **		
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS								
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day					\$3,241.68	3,241.68	
2.	INCREASES	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	c. Other 325.00	4,575.00	4,575.00	
3.		VOUCHERED COLLECTIONS				1,476.00	1,476.00	
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other				
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS						
6.		EXCHANGE GAIN ACCUMULATIONS						
7.		OTHER (Explain) SVC Load						
8.	TOTAL INCREASES					6,051.00	6,051.00	
9.	GROSS ACCOUNTABILITY					9,292.68	9,292.68	
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS						
11.		EXCHANGE LOSS ACCUMULATIONS						
12.		OTHER (Explain)						
13.		RETURNS TO PRINCIPAL	a. Paid Voucher	c. Other Returns				
14.		TOTAL DECREASES					5,685.74	5,685.74
15.	ACCOUNTABILITY - ENDING					3,606.94	3,606.94	

*SVC Card Processing
Load Transaction Detail Report - All Types
3/26/2007 To 3/26/2007
Device 131075*

Time of Transaction	Card Number	Amount
3/26/2007 10:34:34AM	1111101100000400247	\$350.00
3/26/2007 2:47:28PM	1111101100000400252	\$1,000.00
Total Transactions		\$1,350.00
Average Transaction		\$675.00

Total of all SVC card loads (sales not include

DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				\$3,241.68	3,241.68
2.	INCREASES	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	c. Other 325.00	4,575.00	4,575.00
3.		VOUCHERED COLLECTIONS				1,476.00	1,476.00
4.		TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain)					
8.		TOTAL INCREASES				6,051.00	6,051.00
9.		GROSS ACCOUNTABILITY				9,292.68	9,292.68
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain)					
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.56	b. Deposit Tickets			
		c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18				5,685.74	5,685.74
14.		TOTAL DECREASES				5,685.74	5,685.74
15.		ACCOUNTABILITY - ENDING				3,606.94	3,606.94

Total
Increases

DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day					\$3,241.68	3,241.68
2.	INCREASES	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	c. Other 325.00	4,575.00	4,575.00
3.		VOUCHERED COLLECTIONS				1,476.00	1,476.00
4.		TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.	DECREASES	OTHER (Explain)					
8.		TOTAL INCREASES				6,051.00	6,051.00
9.		GROSS ACCOUNTABILITY				9,292.68	9,292.68
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain)					
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.56	b. Deposit Tickets			
		c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18				5,685.74	5,685.74
14.	DECREASES	TOTAL DECREASES				5,685.74	5,685.74
15.		ACCOUNTABILITY - ENDING				3,606.94	3,606.94

Beginning
Balance +
total
increases

DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				\$3,241.68	3,241.68
2.	I N C R E A S E S	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	c. Other 325.00	4,575.00	4,575.00
3.		VOUCHERED COLLECTIONS				1,476.00	1,476.00
4.		TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain)					
8.		TOTAL INCREASES				6,051.00	6,051.00
9.		GROSS ACCOUNTABILITY				9,292.68	9,292.68
10.	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain)					
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.56	b. Deposit Tickets			
		c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18				5,685.74	5,685.74
14.		TOTAL DECREASES				5,685.74	5,685.74
15.		ACCOUNTABILITY - ENDING				3,606.94	3,606.94

Not applicable
to Cashiers

DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day				\$3,241.68	3,241.68
2.	INCREASES	ADVANCES			4,575.00	4,575.00
3.		VOUCHERED CASH			1,476.00	1,476.00
4.		TREASURY CHECKS				
5.		TRANSFERS FROM				
6.		EXCHANGE GAINS				
7.		OTHER (Explain)				
8.		TOTAL INCREASES				6,051.00
9.	GROSS ACCOUNT BALANCE				9,292.68	9,292.68
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS				
11.		EXCHANGE LOSS ACCUMULATIONS				
12.		OTHER (Explain)				
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.56 b. Deposit Tickets			
		c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18		5,685.74	5,685.74	
14.	TOTAL DECREASES				5,685.74	5,685.74
15.	ACCOUNTABILITY - ENDING				3,606.94	3,606.94

Disbursement incurred during Foreign currency Losses by Exchange (LBX) or rounding discrepancies (cannot exceed 3

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

DATE: 10/1/00 TIME: 10:00 BY: [Signature]

TO: [Name] FROM: [Name]

AMOUNT: \$3,507.56 CURRENCY: U.S.

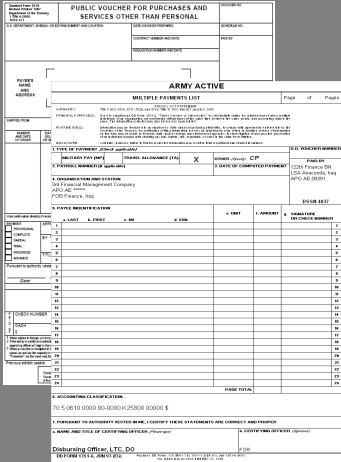
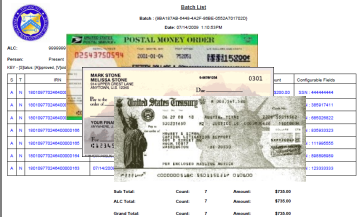



REMARKS: [Text]

DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY							1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS								
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day					\$3,241.68	3,241.68	
2.	I N C R E A S E S	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks		c. Other 325.00	4,575.00	4,575.00
3.		VOUCHERED COLLECTIONS				1,476.00	1,476.00	
4.		TREASURY CHECK ISSUES						
5.		TRANSFERS FROM OTHER D						
6.		EXCHANGE GAIN ACCUMULA						
7.		OTHER (Explain)						
8.		TOTAL INCREASES				6,051.00	6,051.00	
9.		GROSS ACCOUNTABILITY					9,292.68	9,292.68
10.	D E C R	TRANSFERS TO OTHER DISB						
11.		EXCHANGE LOSS ACCUMUL						
12.	E A	OTHER (Explain) SVC Sales						
13.	S E	RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.56	b. Deposit Tickets				
			c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18			5,685.74	5,685.74	
14.	S	TOTAL DECREASES					5,685.74	5,685.74
15.	ACCOUNTABILITY - ENDING					3,606.94	3,606.94	

**Total of all
SVC card
sales
(loads not
included)**

DD 2665- Section I

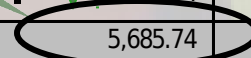
DAILY AGENT ACCOUNTABILITY SUMMARY				1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS					
a. LINE NO.		b. DESCRIPTION		c. TODAY	d. MONTH-TO-DATE
1				\$3,241.68	3,241.68
2				4,575.00	4,575.00
3				1,476.00	1,476.00
4					
5					
6					
7					
8				6,051.00	6,051.00
9				9,292.68	9,292.68
10					
11					
12	OTHER (Explain)				
13	RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.56 b. Deposit Tickets c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18		5,685.74	5,685.74
14	TOTAL DECREASES			5,685.74	5,685.74
15	ACCOUNTABILITY - ENDING			3,606.94	3,606.94

Total of items being returned to the DA. Includes negotiable instruments, SF 1034s, DD 117s, etc.

DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				\$3,241.68	3,241.68
2.	I N	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	c. Other 325.00	4,575.00	4,575.00
3.	C	VOUCHERED COLLECTIONS				1,476.00	1,476.00
4.	R E A	TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	S	EXCHANGE GAIN ACCUMULATIONS					
7.	E	OTHER (Explain)					
8.	S	TOTAL INCREASES				6,051.00	6,051.00
9.		GROSS ACCOUNTABILITY				9,292.68	9,292.68
10.	D E C R E A S E	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain)					
13.	S E	RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.56	b. Deposit Tickets		5,685.74	5,685.74
			c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18				
14.	S	TOTAL DECREASES				5,685.74	5,685.74
15.		ACCOUNTABILITY - ENDING				3,606.94	3,606.94

Total
Decreases



DD 2665- Section I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 1 OCT **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day					\$3,241.68	3,241.68
2.	INCREASES	ADVANCES	a. Cash 4,250.00	b. Prepositioned Checks	c. Other 325.00	4,575.00	4,575.00
3.		VOUCHERED COLLECTIONS				1,476.00	1,476.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain)					
8.		TOTAL INCREASES				6,051.00	6,051.00
9.		GROSS ACCOUNTABILITY					9,292.68
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain)					
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 3,507.56	b. Deposit Tickets			
			c. Other Returns (Explain) U.S.: 2,000.00, NEG INST: 178.18			5,685.74	5,685.74
14.		TOTAL DECREASES				5,685.74	5,685.74
15.	ACCOUNTABILITY - ENDING					3,606.94	3,606.94

Gross
accountability -
total decreases
= Ending
balance

This must equal the Ending Balance on the DD

DD 2665- Section II (What am I doing with what happened?)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE		b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY		UNITS	RATE			
17.	CASH ON HAND (U.S.)				3,599.94	2,000.00	1,599.94
18.	CASH ON HAND	a. ACCOMODATION	UNITS 4014	RATE 2.00	2,007.00		2,007.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)				178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)		UNITS				
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS				3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY				9,292.68	5,685.74	3,606.94

Items in cashier's accountability (documents and cash on hand)

Items to be returned to the principal (documents, cash)

Accountability after transfers (returns)

Items in cashier's accountability (documents and cash on

hand) Items to be returned to the principal (documents, cash

Accountability after transfers (returns)

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND	a. ACCOMODATION	UNITS 4014	RATE 2.00	2,007.00	2,007.00
	(Foreign)	b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Not applicable
to Cashiers

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 4014 RATE 2.00	2,007.00		2,007.00
		b. OPERATING	UNITS			
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Physical Dollar count before returns

Dollars returned to principal

Physical Dollar count after returns



DD 2665- Section II

Today's business date
exchange rate

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND	a. ACCOMODATION	UNITS 4014	2,007.00		2,007.00
	(Foreign)	b. OPERATING	UNITS			
19.	PREPOSITIONED TREASURY CHECKS					
20.	PHYSICAL FC INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	PHYSICAL FC INSTRUMENTS	UNITS	RATE			
22.	ARTIFICATES			3,507.56	3,507.56	0.00
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Physical FC
count before



Dollar value
before returns

FC returned to
principal

Physical FC
count after
returns

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 4014	RATE 2.00	2,007.00	2,007.00
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Not applicable
to Cashiers

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY			
17.	CASH ON HAND (U.S.)	3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	2,007.00		2,007.00
	a. ACCOMODATION			
	b. OPERATING			
19.	PREPOSITIONED TREASURY CHECKS			
20.	NEGOTIABLE INSTRUMENTS (U.S.)	178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)			
22.	MILITARY PAYMENT VOUCHERS			
23.	PAID VOUCHERS	3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT			
25.	FUNDS WITH SURPLUS			
26.	DEPOSIT TICKETS			
27.	DISHONORED CHECKS			
28.	CHECK OVERDRAWN			
29.	LOSS OF FUNDS			
30.	DEFERRED VOUCHERS			
31.	OTHER (Explain)			
32.	TOTAL AGENT ACCOUNTABILITY	9,292.68	5,685.74	3,606.94

Cashed checks before returns

Checks after returns

Checks returned to principal

A screenshot showing a "Batch List" from the U.S. Treasury Department, dated 07/14/2009 at 1:10:53PM. Below it are several check documents, including a "POSTAL MONEY ORDER" for \$254.37 and a "United States Treasury" check for \$100.00.

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 4014	RATE 2.00	2,007.00	2,007.00
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Not applicable to Cashiers

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 4014	RATE 2.00	2,007.00	2,007.00
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Not applicable
to Cashiers

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 4014	2,007.00		2,007.00
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS					
28.	CHECK OVERDRAFTS					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNT			9,292.68	5,685.74	3,606.94

Paid Vouchers before returns

Paid Vouchers returned to principal

Paid Vouchers after returns

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 4014	RATE 2.00	2,007.00	2,007.00
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Not applicable
to Cashiers

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 4014	RATE 2.00	2,007.00	2,007.00
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Not applicable to Cashiers

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 4014	RATE 2.00	2,007.00	2,007.00
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Not applicable
to Cashiers

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND	a. ACCOMODATION	UNITS 4014	2,007.00		2,007.00
	(Foreign)	b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Not applicable to Cashiers

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 4014	RATE 2.00	2,007.00	2,007.00
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Not applicable
to Cashiers

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY	c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED D			
17.	CASH ON	3,599.94	2,000.00	1,599.94
18.	CASH ON (Foreign)	2,007.00		2,007.00
19.	PREPOSIT			
20.	NEGOTIAL	178.18	178.18	0.00
21.	NEGOTIAL (Foreign)			
22.	MILITARY			
23.	PAID VOU	3,507.56	3,507.56	0.00
24.	FUNDS IN			
25.	FUNDS WITH SUBAGENTS			
26.	DEPOSIT TICKETS (not LDA)			
27.	DISHONORED CHECKS RECEIVABLE			
28.	CHECK OVERDRAFTS RECEIVABLE			
29.	LOSS OF FUNDS			
30.	DEFERRED VOUCHERS			
31.	OTHER (Explain)			
32.	TOTAL AGENT ACCOUNTABILITY	9,292.68	5,685.74	3,606.94

Loss of funds

JOURNAL VOUCHER

DATE: 10/10/2010

AMOUNT: 1,000.00

REMARKS: CASH ON HAND

Processed on a OF 1017-G. Must be reported on the DD 2665 and returned on the DD1081

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 4014	RATE 2.00	2,007.00	2,007.00
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Not applicable
to Cashiers

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 4014	RATE 2.00	2,007.00	2,007.00
		b. OPERATING	UNITS	RATE		
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Not applicable
to Cashiers

DD 2665- Section II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			3,599.94	2,000.00	1,599.94
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 4014 RATE 2.00	2,007.00		2,007.00
		b. OPERATING	UNITS			
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			178.18	178.18	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UN				
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			3,507.56	3,507.56	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			9,292.68	5,685.74	3,606.94

Total must equal to Block 15d of Section I

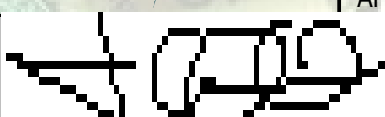
This must equal the Ending Balance on the DD 1081 and Block 15d of Section I of DD 2665

DD 2665- Section III (Who has my money?)

Name of
Cashier

Signature of Cashier

Location

SECTION III - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. LOCATION	c. CASH (Foreign Units)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	e. MILITARY PAYMENT CERTIFICATES	g. OTHER
33.	AGENT					
34.	DEPUTY AGENT					
35.	CASHIER	2,007.00	1,599.94	0.00	0.00	0.00
36.	OTHER (Specify)					
37.	TOTALS	2,007.00	1,599.94	0.00	0.00	0.00
2. NAME OF AGENT (Type or Print) R.H. WOOD, PFC			3. ADDRESS OF AGENT (Type or Print) 23RD FINANCE BN, DETACHMENT A APO, AE 09807			
4. SIGNATURE OF AGENT /S/						

DD Form 2665, AUG 93

REPLACES DA FORM 3924, AUG 87, NAVCOMPT FORM 379, DEC 65,
AND AF FORM 1372, AUG 81, WHICH ARE OBSOLETE

USAPPCV1.00

DD 2665- Section IV (Reverse)

SECTION IV - MEMORANDUM AGENT ACCOUNTABILITY

(38) DEPOSIT TICKETS ON HAND

NUMBER	AMOUNT	NUMBER	AMOUNT	NUMBER	AMOUNT	NUMBER	AMOUNT

Not applicable
to Cashiers

DD 2665- Section III

Disbursement
vouchers by
voucher
number

(39) PAID VOUCHERS ON HAND		
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
NOT USED	DUPLICATED	VOIDED

DD 2665- Section III

Collection
vouchers by
voucher
number

(40) COLLECTION VOUCHERS ON HAND		
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
NOT USED	DUPLICATED	VOIDED

DD 2665- Section III

(41) VOUCHERS RETURNED FOR CORRECTION (ON HAND)		
PAID VOUCHERS		COLLECTION VOUCHERS
(42) TREASURY CHECK STOCK ON HAND		
SERIES	Not applicable to Cashiers	CONTROL STOCK
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
THRU	THRU	THRU
(43) AGENT REMARKS		
COLLECTION VOUCHERS: 000001 - 002 (CCVs), 000004 (Canceled Check), Oct 01 (Report of Deposits)		
DISBURSEMENT VOUCHERS: 500001, 650001, 700001-002, 800001		
TREASURY CHECKS ISSUED: #1452		

REVERSE OF DD FORM 2665, AUG 93 (BACK)

USAPPCV1.00

Return DD 1081-transactions

Any currency advance received during the business day (if applicable)

Ending balance from previous DD 1081.

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS a	INCREASE (received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		\$30,000.00		\$50,000.00
2. U.S. DOLLARS	\$10,000.00	00	\$10,000.00	00
3. FOREIGN CURRENCY (IRAQI DINAR)	00		00	
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS	\$10,000.00			
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify) CHECKS			\$20,000.00	
8. PAID VOUCHERS			\$20,000.00	
9. INCORRECT VOUCHERS RETURNED			00	
10. FC Gain or Loss SVC Load				
11. Cashier overage/shortage SVC Sales				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$50,000.00		\$0.00

Collections taken through the day

SVC Loads

SVC Card Processing Load Transaction Detail Report - All Types 03/01/00 to 03/01/00 Device 111075		
Date of Transaction	Card Number	Amount
03/01/00 11:00:00	1111000000000000	\$1,350.00
03/01/00 11:00:00	1111000000000000	\$1,350.00
Total Transactions		2
Average Transaction Amount		\$675.00

Gross accountability

Returned cash

Cashed checks

Voucher disbursements

SVC Sales

SVC Card Processing Load Transaction Detail Report - All Types 03/01/00 to 03/01/00 Device 111075	
DATE	03/01/00
TOTAL	\$1,350.00
AVERAGE	\$675.00

Total increases (gross accountability)

Left over currency. Amount still accountable to the DA. Must match block 32e of DD

Return DD 1081 (Statements of Understanding)

STATEMENTS	
DISBURSING OFFICER	AGENT OFFICER
<p>___ ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.</p>	<p>___ ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.</p>
DATE / SIGNATURE OF DISBURSING OFFICER	DATE / SIGNATURE OF AGENT OFFICER
<p>X ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER</p>	<p>X ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.</p>
<p>DATE / SIGNATURE OF DISBURSING OFFICER</p> <p>16 November 2000 <i>[Signature]</i></p>	<p>DATE / SIGNATURE OF AGENT OFFICER</p> <p>16 November 2000 <i>[Signature]</i></p>

DD FORM 1081, 1 MAY 75

Once totals are verified,
the DA signs and dates

Once the totals are verified,
the cashier signs and dates

Once the DA and the cashier sign the DD 1081, it becomes an accountability document that needs safeguarding by both the DA and the cashier.

Preparation of Deposit ticket for SVC Sales (DA Function)

JUL 07, 08

1111101100000402755	15:29:45	\$50.00
1111101100000402763	15:30:21	\$200.00
1111101100000402774	15:31:04	\$100.00
1111101100000402773	15:31:36	\$150.00
1111101100000402760	15:32:07	\$50.00
1111101100000402761	15:32:37	\$50.00
1111101100000402766	15:33:02	\$20.00
1111101100000402759	15:33:36	\$30.00
1111101100000402775	15:34:07	\$150.00
1111101100000402767	15:34:49	\$25.00
1111101100000402772	15:35:15	\$75.00
1111101100000402781	15:35:57	\$250.00
1111101100000402768	15:37:11	\$25.00

GRAND TOTALS
SALES 20 \$1175.00

PLEASE KEEP FOR YOUR RECORDS

SALES 13 \$1175.00

Sharana 215s 496522 - 497021			
Voucher Number	Date of Voucher	Voucher Amount	Date Processed By FRB
496525	7JUL09	\$1,175.00	
496526			
496527			
496528			
496529			
496530			
496531			
496532			
496533			

The SF 215, along with the supporting TR files, must be submitted to the applicable FRB for processing of the daily SVC Sales. Multiple Sales receipts totals will be added and placed under one Deposit ticket number.

STANDARD FORM 215 (REV. 5-90) DEPARTMENT OF THE TREASURY
 PRESCRIBED BY DEPT. OF TREASURY FINANCIAL MANAGEMENT SERVICE
 1TFM 5-3000 215-103 NSN 7540-01-013-3452

DEPOSIT TICKET

DEPOSIT NUMBER (1) 496525	DATE PRESENTED OR MAILED TO BANK (2) 7JUL09	8-DIGIT OR 4-DIGIT AGENCY LOCATION (3) 00008830-7	AMOUNT (4) \$1,175.00
SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL FUNCTIONS-OMIT \$ SIGN			
(6) AGENCY USE			
(7) NAME AND ADDRESS OF DEPOSITORY Sharana FEDERAL RESERVE BANK OF BOSTON BOSTON, MA 02210		(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THEREIN. M M D D Y Y	
(9) DEPOSITOR'S TITLE, DEPARTMENT, OR AGENCY, AND ADDRESS DEPOSITORY DATE, SIGN, AND RETURN THIS COPY TO DEPOSITOR.		AUTHORIZED SIGNATURE CONFIRMED DATE	

ORIGINAL 215

Preparation of Debit Voucher (SF 5515) for SVC Loads (DA Function)

SVC Card Processing		
Load Transaction Detail Report - All Types		
3/26/2007 To 3/26/2007		
Device 131075		
Time of Transaction	Card Number	Amount
3/26/2007 10:34:34AM	1111101100000400247	\$350.00
3/26/2007 2:47:28PM	1111101100000400252	\$1,000.00
Total Transactions		2 \$1,350.00
Average Transaction Amount		\$675.00

Sharana 5515's 63505 - 64004			
Voucher	Date of Voucher	Amount	Date Processed
63505	26MAR07	\$1,350.00	
63506			
63507			
63508			
63509			
63510			
63511			
63512			
63513			

The SF 5515, along with the supporting TR files, must be submitted to the applicable FRB for processing of the daily SVC Loads. Multiple Load Transaction Detail reports must be added and placed under one Debit Voucher number.

STANDARD FORM 5515 (Rev. 9-78)

PRESCRIBED BY DEPT. OF TREASURY


1TFRM 5-3000

DEPARTMENT OF THE TREASURY

FINANCIAL MANAGEMENT SERVICE

DEBIT VOUCHER

VOUCHER NUMBER	DATE OF DEBIT U.S. TREASURY'S ACCOUNT	3-DIGIT OR 4-DIGIT AGENCY LOCATION	AMOUNT
(1) 063505	(2) 26MAR07	(3) 00008830-7	(4) \$1,350.00
			AMOUNT
(5) UNCOLLECTIBLE ITEM	(6) DEPOSITARY USE		
OTHER(Explain in Block 6)			
[Sharana]			(7) NAME AND ADDRESS OF DEPOSITARY
			EagleCash Funds Pool Account ABA # 0117-3611-4
			(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN
			UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS			AUTHORIZED SIGNATURE
DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT			ORIGINAL
OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE			5515-102

The background of the slide is a collage of US dollar bills, including \$100, \$50, and \$20 bills, arranged in a way that suggests a large sum of money. The bills are slightly faded and overlaid with the text.

NEXT BUSINESS DAY

Start all over again

Check on Learning

What is the purpose of the DD 1081?

To record advances and returns to the principal.

What is the purpose of the DD 2665?

It is a breakdown of all transactions that affected the agent's accountability throughout the business day.

Who is required to complete the DD 2665 and how often must it be done?
Cashiers and DAs. It must be completed daily.

What must be the Beginning Balance on the DD 1081 equal to?

The Beginning Balance of the DD 2665.

During a return to the DA, what should the (beginning accountability) + (collections) - (disbursements) equal to?

Leftover cash.

If a cashier suspects a possible loss of funds, what actions should be/she take?
Notify the Disbursing Agent and cease operations until the cause of the loss is determined.

What forms need to be completed prior to the submission of SVC transactions to the applicable FRB?

Sales: SF 215 (Deposit Ticket)

Loads: SF 5515 (Debit Voucher)

The background of the slide is a close-up, slightly blurred image of several stacks of US dollar bills. The bills are fanned out, showing various denominations including \$100, \$50, and \$20. The colors are muted, with a yellowish tint. The text is overlaid on this background.

Practical Exercise Preview

**QUESTIONS?
CONCERNS?**